

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Adjudication and Hearings



Hearing Records and Transcripts

All hearings and other proceedings of the Office of Adjudication and Hearings are recorded. The recording serves as the official record of the proceedings. A party or a member of the public may request a copy of the audio record of any proceeding. Copies are furnished at the cost of \$9.00 per CD-ROM or \$7.50 per tape, if available. While a party may offer a quote from the recorded audio in any written submission filed with the administrative court, in the event of any discrepancy or ambiguity, the original recording in the custody of the Docket Clerk or the presiding judge's recollection will control.

Should a party or a member of the public wish to obtain a transcript, he/she must contact a transcription service and arrange for the transcript to be made at his/her own expense. This Office will transmit the recordings directly to the selected vendor. No party may cite to a written transcript of any proceeding unless a copy of the transcript, certified by a properly accredited transcriber, has been filed with the Clerk. Transcript citations or excerpts offered in the absence of a filed transcript will be disregarded. With leave of the presiding judge, the parties may agree to the filing of a portion of a transcript.

The presiding Administrative Judge shall decide any issues that arise regarding the accuracy of the transcript. Any party may move to correct transcription errors. The presiding judge may make corrections *sua sponte* or disregard an erroneous transcript upon notice to the parties.

For further assistance or information, please contact the Docket Clerk on (202) 442-9094.

Note for CD-ROM Audio Recordings:

The hearing was recorded on CD-ROM using FTR Gold™ (<http://www.ftrgold.com>) software. A runtime version of the FTR Player Plus™ software is included on the CD-ROM provided by OAH. No software installation is required. However, FTR Gold™ recommends the following minimum hardware and software requirements:

- 166 MHz Intel® Pentium® I processor, or equivalent
- 48 Mb RAM
- Microsoft® Windows® 95/98/2000 or NT 4.0 (SP4 or better)
- Windows compatible, full duplex stereo sound card
- 256-color 800x600 video display adapter and monitor

For the convenience of parties, a list of publicly accessible computers in the District of Columbia may be obtained by contacting the Docket Clerk on (202) 442-9094. Many local colleges and universities offer community computer centers. In addition, many copying and duplicating stores offer computer access.